



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #24, Publishing of Battalion Web Page

1. Reference: Command Policy # 27-98, Internet Use, dated 08 May 1998.
2. Purpose: To establish policies and procedures for publishing the web page for the 58th Transportation Battalion.
3. Publishing information onto any electronic bulletin board or world-wide web home page constitutes the public release of information and must comply with the established policy for the release of such information. Only material suitable for public release will be placed on the Internet. The following types of information will not be placed on the Internet.
 - a. Classified information.
 - b. Privacy act information.
 - c. For official use only (FOUO) information.
 - d. Unclassified information that requires special handling, such as limited distribution (LIMDIS), or scientific and technical information protected under the technology transfer laws.
 - e. Information which is not considered to be available to the public under the Freedom of Information Act (FOIA).
 - f. Information which could enable the recipient to infer classified or unclassified sensitive information, either from individual segments of the information, or from the aggregate of all the information available, e.g., capabilities and limitation of U.S. forces, equipment or systems.
4. Information placed on the Internet must be cleared by approving officials designated by the Commanding General.
5. 58th Transportation Battalion's Webmaster is Ms. Deborah Van Heest, primary, and the Commander's Driver, alternate. The webmaster will clear all information the organization

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wishes to publish onto the Internet. The webmaster and any individual assigned to perform the actual physical transmission of the material have final responsibility for the contents.

6. In the event the commander or webmaster is unsure if a piece of information can or cannot be placed on the web, they will take the following action:

a. Forward a copy of the information to the Public Affairs Office (PAO), Office of Intelligence and Security (OIS), and Directorate of Plans, Training and Mobilization (DPTM) for review and clearance or denial.

b. Consult the Staff Judge Advocate (SJA) and the Directorate of Information Management (DOIM), the PAO, OIS and DPTM as required.

7. The 58th Transportation Battalion will maintain a web page service that offers information concerning mission and current events. Each company and operating agency within the Battalion will continuously maintain an update web page via the Battalion's Webmaster. The Battalion's web page must contain information that will assist family and friends of the Battalion's IET soldiers, as well as our permanent party soldiers and civilians.

8. Each page of material posted onto the Internet will include the name of the originator or responsible point of contact, the name of the posting organization, and the date posted.

Robert T. Hixon
LTC, TC
Commanding